Napa Valley College
PLANNING COMMITTEE
MINUTES
February 10, 2006

PRESENT: Stephanie Burns, Dianna Chiabotti, Oscar DeHaro, Sally Fitzgerald, Dixie Larsen, Rebecca Scott, Mary Shea, Loi Vo-Nyuyen, Judie Walter-Burke, Robyn Wornall

ABSENT: Matt Christensen, Ron Rhyno, Olga Travis

GUEST: Chris McCarthy

1.0 Introductions

Everyone introduced themselves.

2.0 Announcements

None

3.0 Public Comment

None

4.0 Approval of Minutes

M/S/C to approve the minutes of Dec. 9, 2005.

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action

6.1 SLO Workshop Results (distributed at the meeting)

Rebecca Scott is taking over the SLO duties while Jerry Somerville is on sabbatical. On FLEX day, January 17, faculty and staff broke out into groups of 6 to 8 people. Each group identified institution level outcomes. Handouts were distributed to the PC. The first one was a listing of outcomes as they appeared from each group. The second handout consisted of the same outcomes that had been categorized.

The Planning Committee decided to work on the SLO’s as a group. Rebecca will look at other community colleges to see what their college level outcomes look like.

The PC’s assignment is to come to the next PC meeting with their ideas for institutional level outcomes. The Institutional level outcomes should be all encompassing. These will then be sent out college-wide for faculty and staff input.

6.2 Planning & Budget Committees Joint Meeting, March 10, 2006

Judie attended the Budget Committee meeting on January 26 to see when we could do a joint meeting to hear the Program Evaluation reports. They suggested March 10 at 9 a.m. Dianna Chiabotti said that she would not be able to attend on that day.
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PC members would like to do the Program Evaluation reports in one meeting, if possible. They would also like to have the report writer at the meeting. Sally mentioned that there are several faculty hiring committees and it may be difficult to coordinate everyone’s schedules. Judie’s office will work on setting up a meeting.

6.3 Program Evaluation Update

An update was given for Program Evaluation. All of the Instructional programs scheduled this year have been completed. Student Services still has one report that has not been turned in. The verification team for Administrative Services is in the process of reviewing the Community Relations report.

The next cycle will begin earlier, starting with the orientation in March. This time, Student Services and Administrative Services will have more guidance. Judie said that she could set deadlines for sections of the report and set aside a specific time to assist the writers. She would like to use the same format that Rich did with Instruction.

The committee discussed the need to reinforce the importance of program evaluation and planning as the basis of planning and budgeting. Programs will need to complete the review and justify any budget augmentations they request.

6.4 Planning Committee meeting schedule

Planning Committee members were satisfied with the current meeting schedule.

7.0 Other Business

None

Adjourned: 9:45 a.m.

Carolyn Sanchez  
Recording Secretary